

February 25, 2016

Dear Mr/s. XXXXXXXXXXXXXXXX
Consulting Firm
City, WI Zip

Dear Mr/s. XXXXXXXXXX:

The Department of Agriculture, Trade and Consumer Protection (DATCP) is requiring us to do an investigation based upon levels of agrichemicals which were found at our (*Facility Name*) site in (*city*) Wisconsin. To help us with this task, we need an experienced environmental consultant to prepare an investigative workplan, conduct an agrichemical investigation and prepare a follow-up report. The environmental information currently available about our facility is enclosed.

If your firm is interested in bidding on this work, please submit your proposal, meeting the requirements described below, to me at the following address by (*deadline date*):

Mr/s. XXX, General Manager
XXXX Cooperative
XXX XXX Street
XXX, WI

If your firm is not interested in bidding on this work, please contact me at (xxx) xxx-xxxx so I can contact another firm.

Requirements

Your proposal must include a written guarantee that if you are awarded the contract:

- 1.) the workplan you prepare will be approved by DATCP for no more than the estimated price included in your proposal.
- 2.) the work conducted by your firm will comply with the applicable sections of NR 700, Wis. Adm. Code. For this reason, your proposal should also certify that the staff involved with the project meet the professional requirements of NR 712, Wis. Adm. Code, and will follow procedures prescribed in NR 700, Wis. Adm. Code.
- 3.) the work conducted by your firm will comply with ATCP 35, Wis. Adm. Code. Questions regarding the bidding and reimbursement aspects of these rules can be directed to the ACCP Auditor at (608)224-4522.

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Your proposal should also include:

- 1.) a brief narrative summarizing your proposed approach for investigating the site. Your approach should be developed based upon the enclosed site background information (*previous reports, maps, analytical data, etc.*). Note: If, in preparing your proposal, you wish to visit the facility and discuss pertinent background issues, please call me to arrange an appointment.
- 2.) the unit costs, hourly rates and total hours on a per task basis for any consultant labor. Best estimates for subcontracted costs (laboratory analysis, equipment rental, drilling, geoprobe, etc.) should also be included. When submitting these costs please use a form similar to the enclosed example.
- 3.) an estimate of the timeframe to implement the workplan.
- 4.) the name of the project manager who will be working at this site. Also, please provide references of other agricultural chemical projects your firm, and the project manager you identify have worked on.
- 5.) an example or illustration of how your firm links their invoices to their bids, cost estimates or change orders.

Our prior written authorization is required for any expenditure which:

- 1.) will exceed the amount provided in your proposal.
- 2.) is ineligible for reimbursement under ACCP.

If you have any questions about the site or this request for proposal, please call me at (xxx)-xxx-xxxx.

Sincerely,

Name

enc. Site Information
Location Map
DATCP Letter
Example Cost Estimate

Cost Estimate for Soil Investigation

Task Description	Labor Hours						Expenses				Total Cost
	Hydro-geologist	Engineer	Project Manager	Technician	Administrative	Other	Drilling	Lab	Equipment Rental	Other	
Workplan Preparation											
Project Management											
Bidding and Subcontracting											
Field Preparation and Scheduling											
Field Work (including travel)											
Data Analysis											
Report Preparation and Submittal											
Total Hours							N/A	N/A	N/A		
Billing Rate							N/A	N/A	N/A		
Total Dollars											